

AIRPORT MAINTENANCE LEADER

DEFINITION

To perform a variety of operations and maintenance duties required to maintain the Airport's facilities, buildings and grounds; and to supervise and participate in the work of a maintenance crew.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from those in the subordinate class of Airport Maintenance Worker by the requirement to direct and coordinate the activities of one or more crews in the performance of a variety of operations and maintenance activities requiring the use of light and moderately heavy equipment; and by the performance of maintenance work in addition to directing the work of crew members. Work assignments received may be of a general nature requiring the exercise of judgment and initiative in the prioritizing, independent planning, scheduling and prompt completion of the work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Airport Operations Manager. Duties require providing working lead direction to subordinate airport maintenance workers.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to the following:

1. Direct the work of a maintenance crew in the operation, maintenance and repair of equipment, facilities, grounds and related airport facilities.
2. Operate and train others in the operation of a wide variety of light and moderately heavy equipment used in maintaining the airport's facilities and grounds.
3. Coordinate and maintain radio contact with the Federal Aviation Administration control tower with regard to special operations; respond to and handle emergencies on the field; notify appropriate emergency authority; issue Notices to Airmen (NOTAMS) if warranted and notify other FAA officials in reference to hazardous operational conditions.
4. Schedule and perform preventive maintenance on airport equipment and facilities.

EXAMPLES OF DUTIES (cont'd)

5. Exercise a degree of independent judgment in calculating materials, supplies, and equipment needed for specific airport projects, and ensure the availability of same.
6. Participate in the planning and scheduling of specific activities to be accomplished by crews under his/her supervision and assure the prompt and efficient completion of the work.
7. Maintain records of maintenance and operational activity and job costs as required.
8. Enforces occupational health and safety administration standards.
9. Notifies airport patrons of violations of rules and regulations.
10. May be required to act as the Airport Operations Manager in the absence of the latter.

QUALIFICATIONS

Knowledges, Abilities and Skills

- A. Knowledge of maintenance and repair materials used in maintaining and improving airport facilities.
- B. Knowledge of operation and use of a variety of light and moderately heavy equipment.
- C. Knowledge of the use, purposes and maintenance of hand and power tools.
- D. Knowledge of safety procedures and techniques.
- E. Knowledge of makes, models and types of general aviation aircraft is required.
- F. Knowledge of applicable Federal Aviation Regulations and Advisory Circulars pertaining to airport operations and safety procedures is desirable.
- G. Ability to maintain written records and work within budget limitations.
- H. Ability to work various work schedules.

QUALIFICATIONS (cont')

Knowledges, Abilities and Skills

- I. Ability to perform a variety of skilled construction, operations and maintenance activities.
- J. Ability to give and receive oral and written directions.
- K. Ability to understand and interpret work from sketches and drawings.
- L. Ability to train and instruct subordinates and initiate work.
- M. Ability to perform moderately difficult facility and building maintenance.
- N. Ability to deal effectively with users, tenants and co-workers.
- O. Ability to cope with a variety of situations.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of progressively responsible experience in the general maintenance of buildings, grounds, and related mechanical equipment, preferably in connection with an airport operation.

Education: Equivalent to completion of the twelfth grade.

License: Possession of a valid Class III California Driver's License.

PROBATIONARY PERIOD: Six Months

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AAP GROUP 18

FPPC STATUS Non-Designated

FLSA STATUS Non-Exempt

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